

# Job Description

<b>Job Title:</b>	<b>STUDY PROGRAMME RECRUITMENT AND INDUCTION OFFICER</b>
<b>Please note:</b>	Where Staff work at dual sites, both sites will be regarded as your normal places of work and the company will not contribute towards travel costs from your home to either of these sites
<b>Responsible To:</b>	Centre Manager

## Mission

Offer young people an overall learning experience that prepares them for the ability to function in adult and working life.

Nova training shares a commitment to educate, safeguard and promote the welfare of children young people and vulnerable adults and expects all its staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of learning and achievement, safeguarding, providing equal opportunities for all and valuing diversity amongst our workforce.

## Job Purpose

- To effectively and efficiently promote the services of Nova Training within a specific geographical location. To identify prospective learners to the Study Programme in conjunction with EFA Study Programme eligibility by effectively marketing the Nova Study Programme provision and by adopting a range of outreach initiatives to engage those learners who are hardest to reach. Liaison with young people, schools, apprenticeship providers, local authorities and other referral agents will form an integral part of your role.
- To undertake a thorough, effective, IAG led Interview with prospective learners and to induct them to Nova Processes and the Study Programme by conducting a 2 day Induction for all new recruits.
- Nova Training and Staff Select Ltd share a commitment to safeguard and promote the welfare of children young people and vulnerable adults and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

## Main Duties & Responsibilities (General)

Achieve company KPI's and Individual Performance Plan.

To deliver marketing activities promoting the benefits of the Study Programme of Nova Training to a range of prospective learners and partners. .

Co-ordinate and participate in a range of external marketing events.

- To lead on IAG activities within the Centre and to attain suitable levels of IAG qualifications



[www.staffselectltd.co.uk](http://www.staffselectltd.co.uk)

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*MISSION STATEMENT: To create and sustain an environment where staff can deliver an innovative, challenging, quality, exciting and inspiring learning experience that meets the needs of learners, non-learners and employers in the local community.*



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if not held at commencement of role.

- Work collaboratively with peers to clearly identify progression routes for Study Programme learners and to contribute towards an Individual Learning Plan for all learners.
- Teamwork is a vital aspect of the success of NOVA as an organisation, all members of staff will be expected to take an active part in centre team meetings, curriculum development and standardisation meetings as and when required
- To conduct thorough IAG led interviews of prospective participants and to conduct a one week Induction to programme, following a structured timetable of activities.
- To meet learner recruitment profiles as agreed with your manager for Foundation Learning / Study Programme alongside other programmes as specified.
- To adopt a flexible approach to working and undertake marketing and outreach activities during evenings and weekend as required to meet KPI profiles.
- Promote the onward progression opportunities of joining Nova Training to all Study Programme participants.
- Preparation and delivery of presentations to organisations in order to raise the profile of the Study Programme.
- Contribute to the development of marketing material and literature that promotes the company image and reflects the quality services delivered by the company.
- To undertake any other duties commensurate with the level of the post.
- Ensure that Nova's policy on Safeguarding and Every Child Matters is implemented and strictly adhered to at all times, providing a stimulating and safe learning experience.
- To comply fully with internal policies on Health & Safety, Equal Opportunities and Quality Assurance.

## Training and Personal Development

- An enhanced DBS check is a mandatory requirement for this post.
- NOVA has a training strategy and all staff are expected to participate in training where appropriate.
- Support and review sessions will be used to identify any training opportunities/needs and plan future training.
- To be responsible for the maintenance of your own CPD and to keep a reflective log of any CPD activities you undertake with times, dates, location and deliverer.

## Personal Specification

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Attributes	Essential	Desirable
Experience	A minimum of two years of employer engagement experience. Good knowledge of local area	Experience of delivering training or supporting young people (14-19), who have



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	<p>educational priorities and labour market.</p> <p>A minimum of two years experience in recruitment with a proven track record in direct sales and recruitment.</p>	<p>LDDs including attitude and/or behaviour problems.</p>
Qualifications & Training	<p>Level 2 literacy and numeracy skills.</p> <p>Level 3 IAG qualification</p> <p>Level 2 in Sales and Marketing</p> <p>Current full UK Drivers Licence and full access to a vehicle.</p>	<p>NVQ 3 in Customer Service.</p> <p>Level 4 IAG</p> <p>Level 3 or above in Sales/Marketing</p> <p>Current First Aid Certificate</p>
Personal Attributes	<p>To work to deadlines and under pressure.</p> <p>Excellent communication skills.</p> <p>To be well organised and able to set own targets and goals within the wider curriculum delivery framework.</p> <p>Ability to work effectively and network with a wide range of customers, business's and education establishments.</p> <p>Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues which Nova Training embodies in its policies and ethos.</p>	<p>Organisational experience in a previous job role.</p> <p>Have led projects involving young people</p> <p>Have volunteering experience in supervising (or have worked with) young people undertaking variety of strategies and practices to promote the diverse cultural and equality issues which Nova Training embodies in its policies and ethos. awards such as the Duke of Edinburgh Bronze/Silver/Gold Awards.</p> <p>Be involved in sport and organised recreational activities in a supervisory role such as a Coach. Umpire or Judge</p>

Education is an ever-changing service and all staff are expected to participate constructively in NOVA's activities and to adopt a flexible approach to their work.



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This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of NOVA.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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